



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date March 9, 1976	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 3240-003		Date Received APR 13 1976	Application No. 76-125	Date Completed APR 28 1976
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Financial Services Division Instructional Materials Unit Room 224, 12 Mitchell Street, Atlanta, Georgia 30334		4. Person to Contact Paul Goethe		
		5. Working Title Assistant Director	6. Tel. No. 656-2404	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1959 to date	9. Exact Series Title School Instructional Equipment Project Files
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10. What is the function of the office in which this record series is created?

The Financial Services Division administers the proper statewide distribution of APEG allotments and payments, state capital outlay funds and federal funds under Public Law 93-380, IV, B, with financial analysis and review to aid local systems in management and legal use of all funds.

The Instructional Materials Unit provides leadership activities that will assist local education agencies to plan and implement functional programs in the areas of basic textual materials, Part B, ESEA Title IV, NDEA Title III-A, ESEA Title II, Public Law 93-380, and Title III Federal Impact Aid programs, 874 general operational funds and 815 building funds.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Making payments authorized to public schools by the National Defense Education Act, NDEA III and/or later federal educational acts to improve instruction in academic subjects through the acquisition of laboratory and other special equipment and materials.

Included are: Project applications, order forms, book project applications, and requests for reimbursement.

Files are arranged: Alphabetically by local school system.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers		30				12			
Legal-size File Drawers		9		Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
Record Center Boxes			108			This Year's	Last Year's	Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES		100	100	50	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (PL 93-380, Sect. 434) Hold 5 years after the completion of the project
93rd Congress H.R. 69, August 21, 1974. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 3 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>Walker L. Baumgardner</u> Date <u>3/19/76</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>W. L. Baumgardner</u>	<u>4/9/76</u>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Hixon</u>	<u>4-27-76</u>	
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Canall Hart</u>	<u>4-22-76</u>	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Robert H. Sherr</u>	<u>4-28-76</u>	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> STATE RECORDS COMMITTEE </div>			